

# Federal Acquisition Service



## **Dollars Subform Training Module Overview**

Description:

This training module will take you field-by-field through the Dollars Subform. The Dollars Subform is a form reused within the Market Analysis, Directed Buy, and Order Modification documents in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

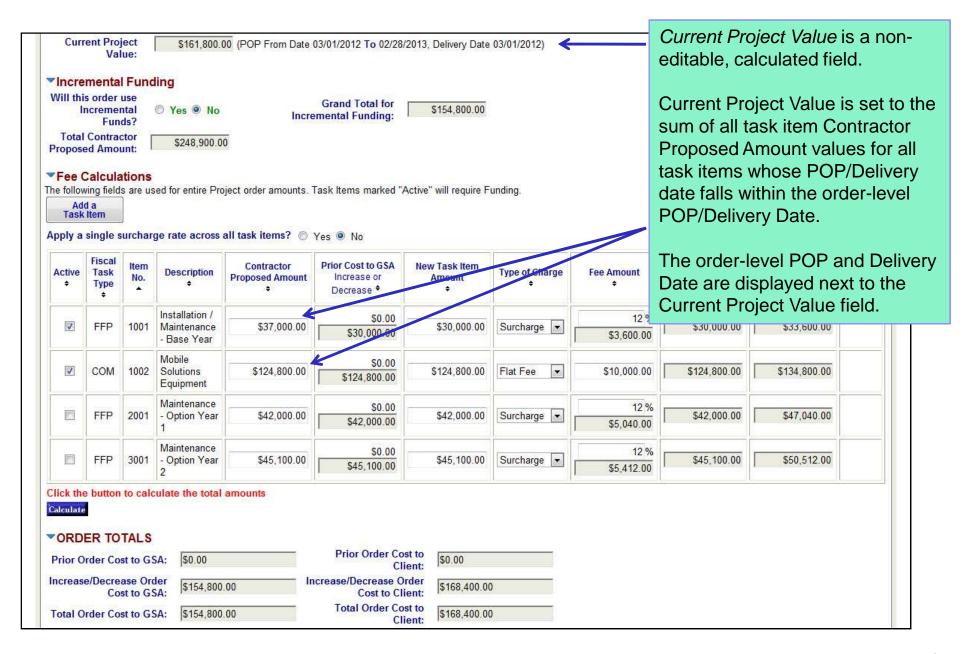
Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key.

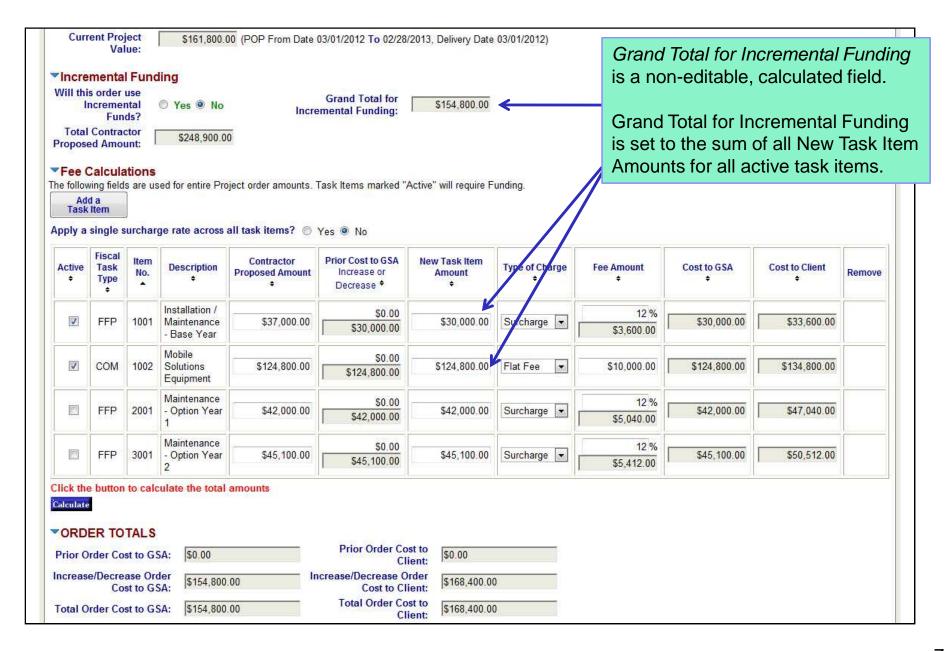
## **Dollars Subform Glossary**

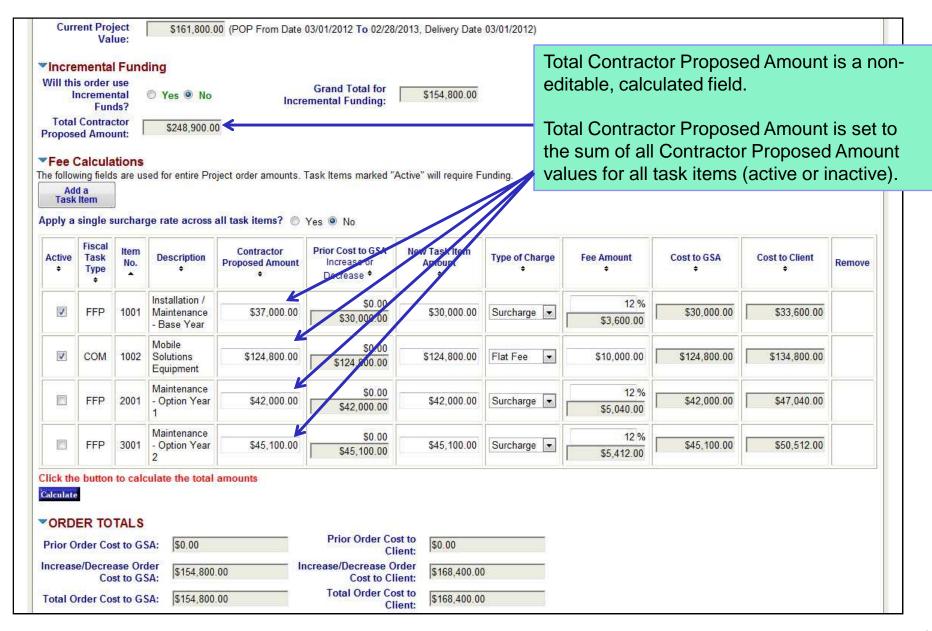
Term	Definition
Dollars Subform	The Dollars subform has fields for capturing costs, fees, totals, and money- related values. The Dollars subform needs to populated and submitted prior to certification of funds.
Task Item	A part of a task/delivery order. A task item has its own attributes and obligations.
Active	Attribute of a Task Item; task items can be marked inactive on the basic award and activated via subsequent order modifications. All task items (active and inactive) are bid on by the contractors on the basic RFQ.
Contractor Proposed Amount	Ceiling value. Non-editable field that is populated with the task item amounts from the winning contractor's quote. If the parent form on the basic order is a Directed Buy, this field is editable and required to be entered by the user as the amount agreed upon between GSA and the contractor offline. If the parent form is an Order Modification, this field is non-editable for all preexisting task items and editable for newly added task items.
New Task Item Amount	Field entered by GSA; amount that that will be funded on the current order leg. Must be less than or equal to the Contractor Proposed Amount.
Current Project Value	Non-editable, calculated field; this value is derived as the sum of all task item Contractor Proposed Amount values for all task items whose POP/Delivery Dates fall within the order-level POP/Delivery Date.
Grand Total for Incremental Funding	Non-editable field that is calculated as the sum of all New Task Item Amounts.

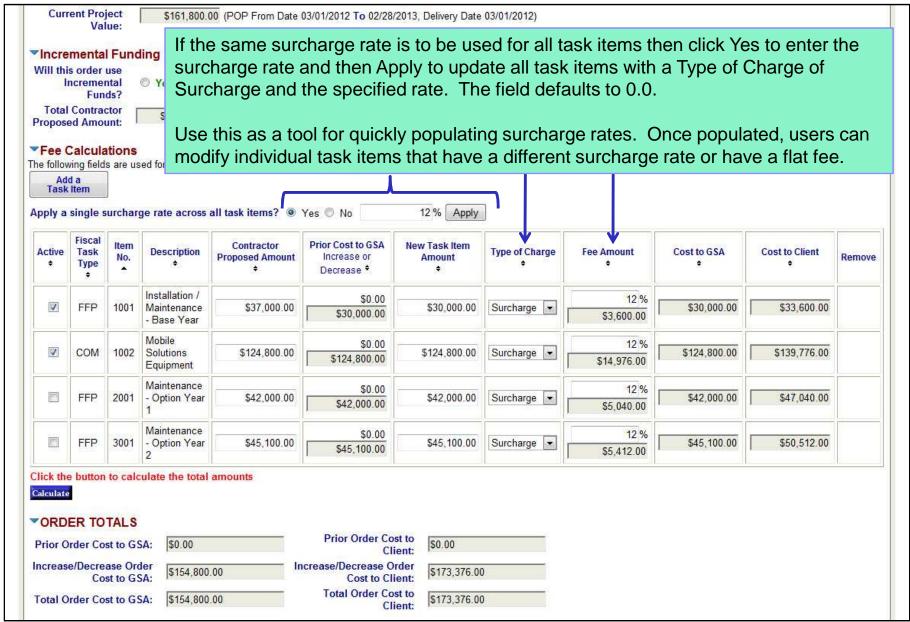
## **Dollars Subform on the Basic Order Leg**

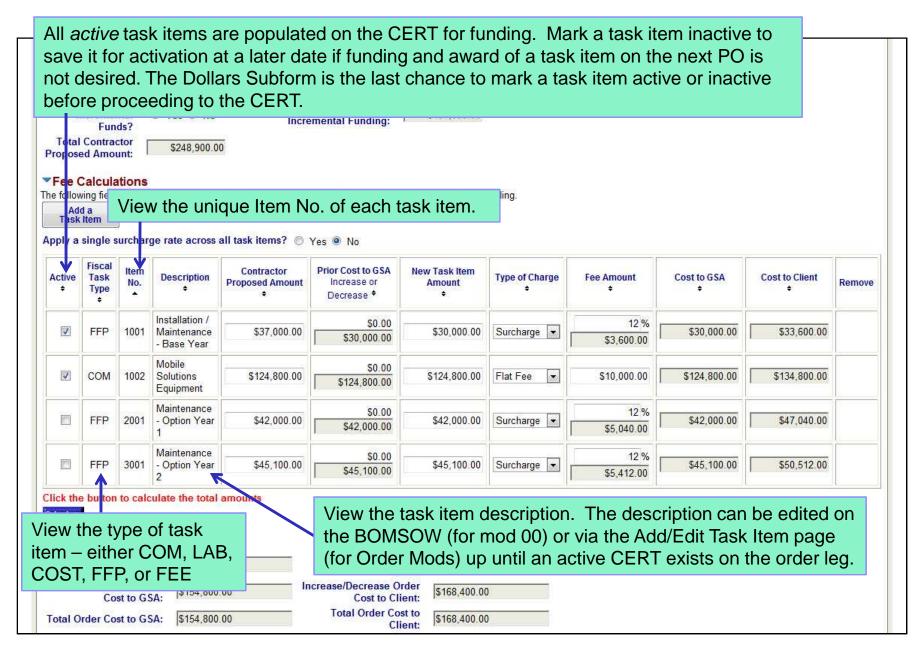
#### **Dollars Subform on an Order Modification**

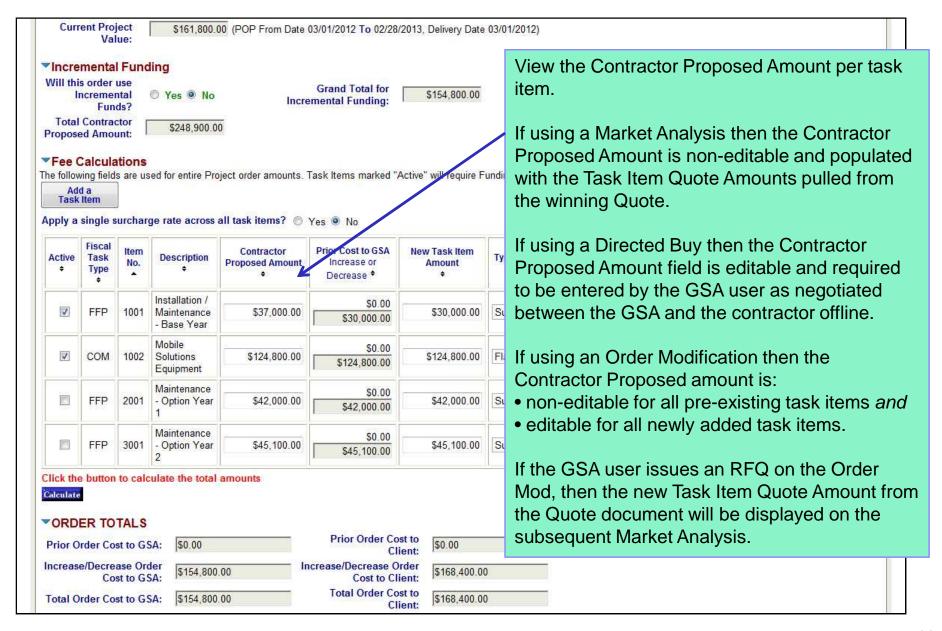


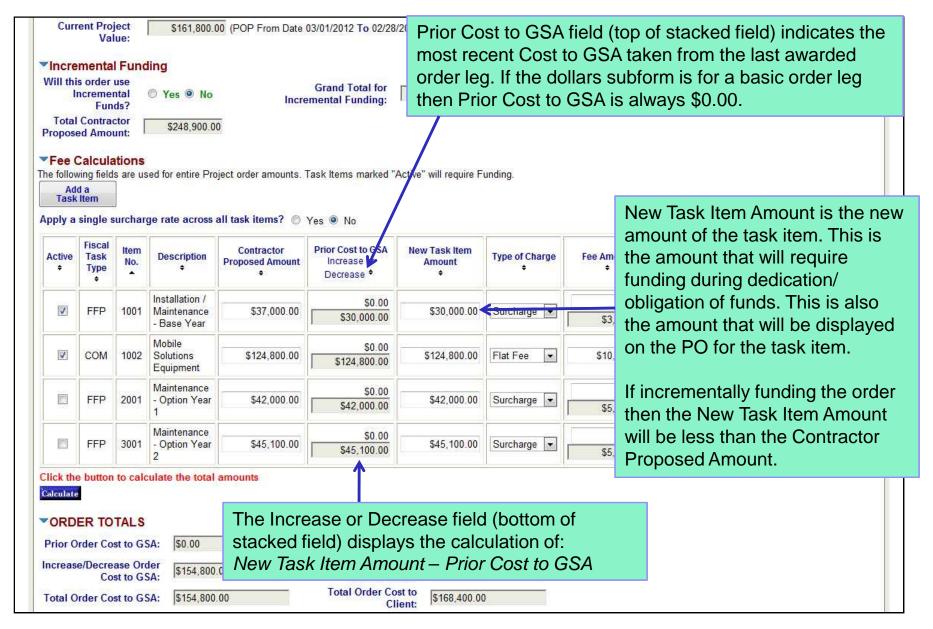


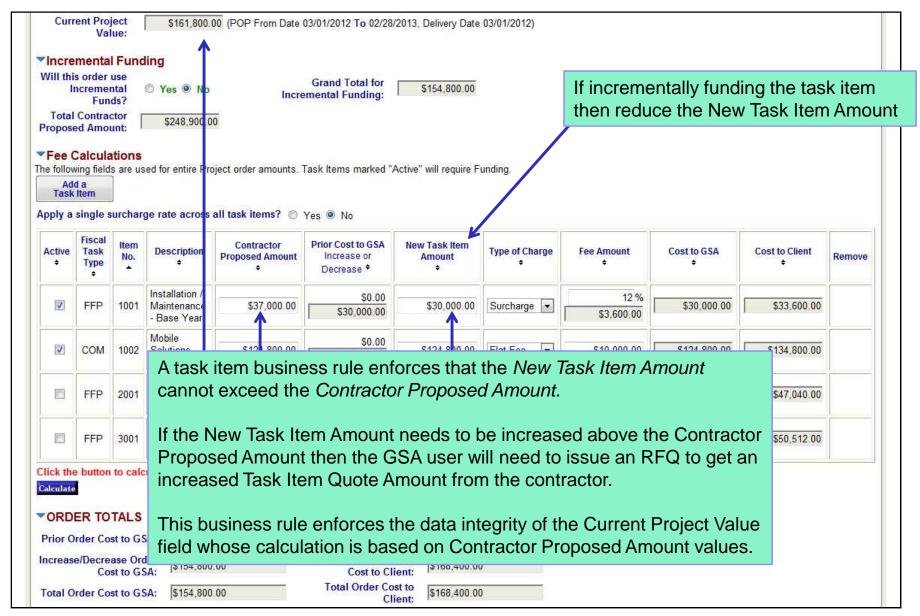


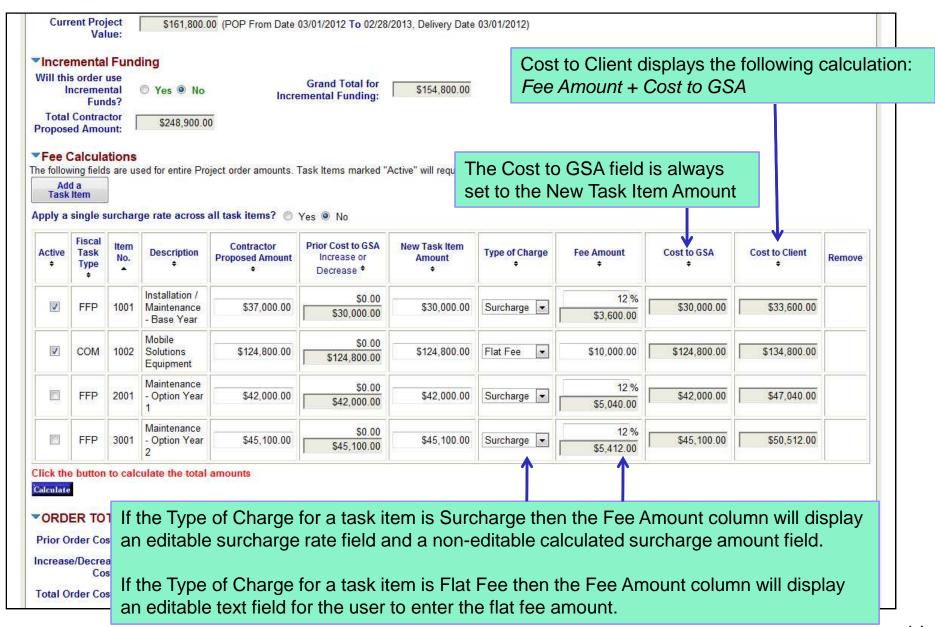


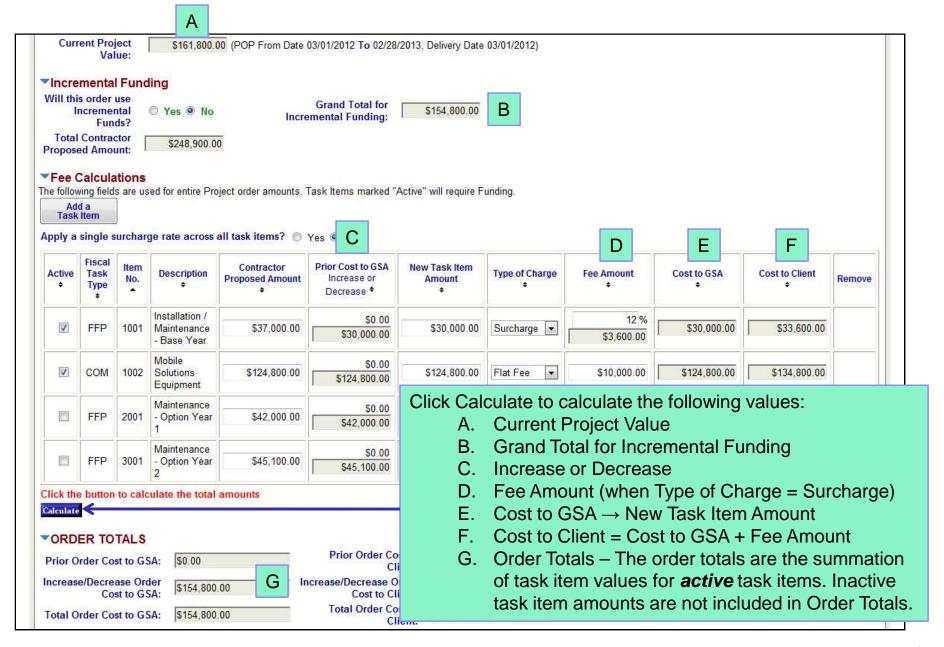


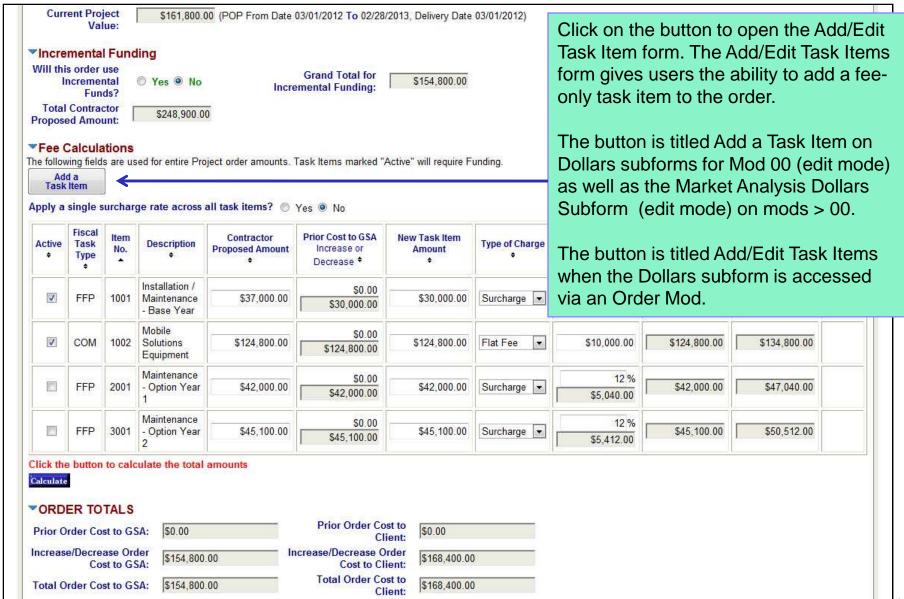


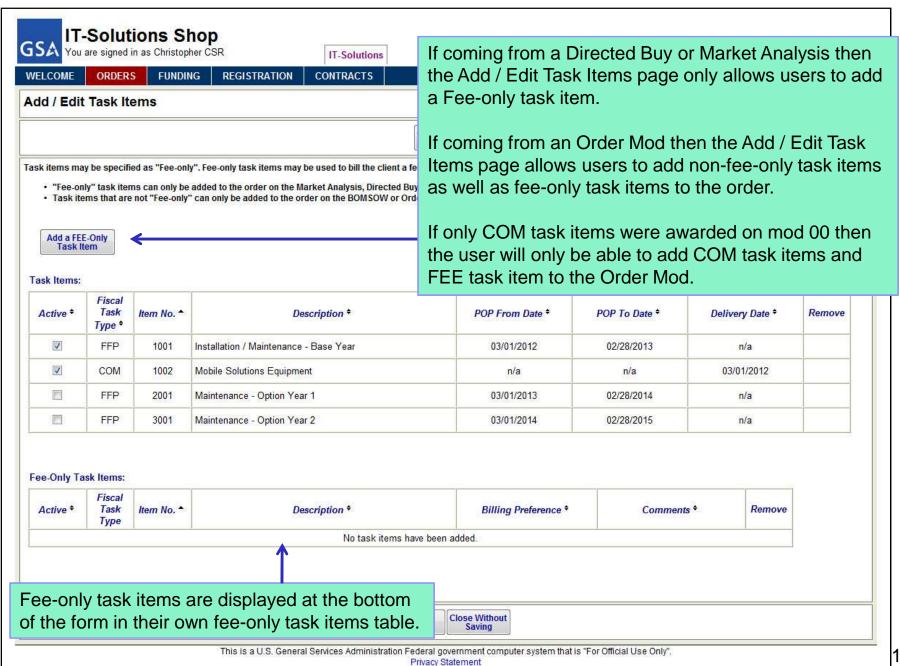


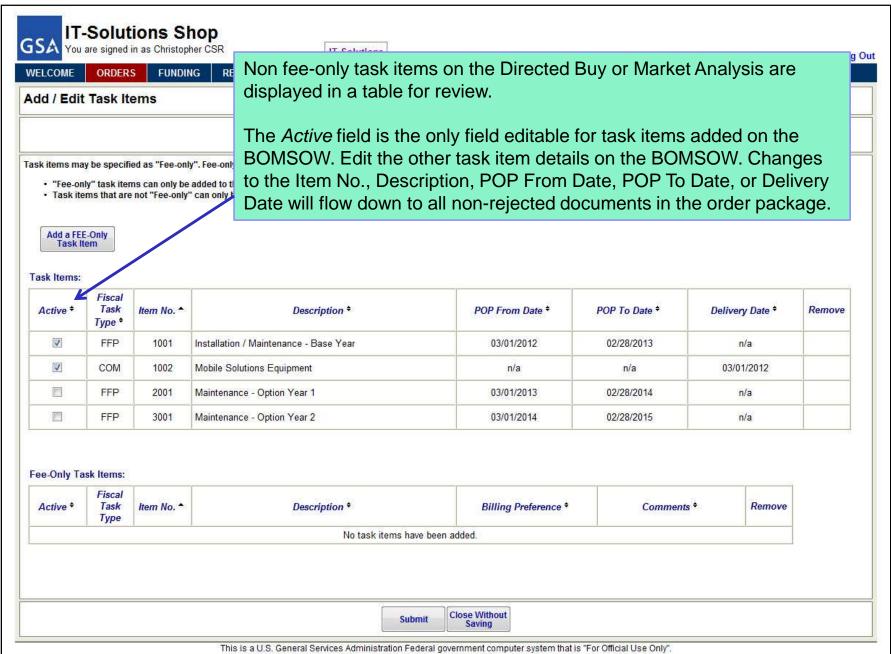




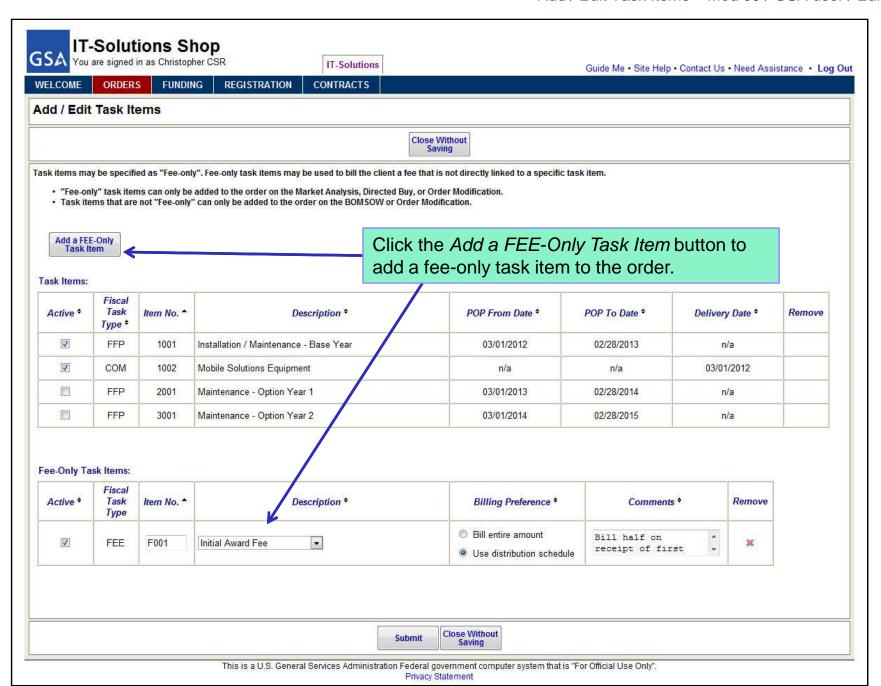


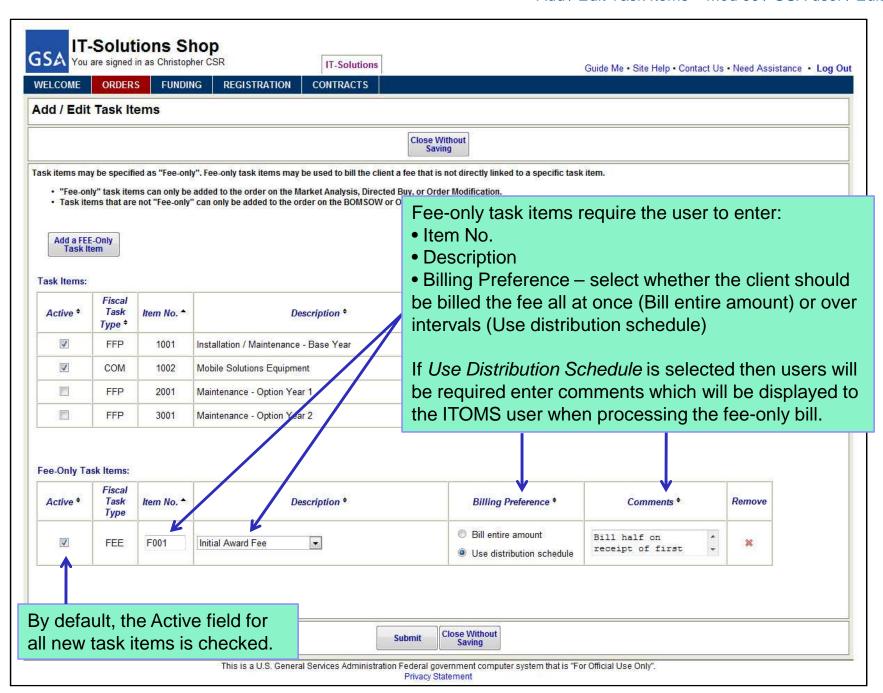


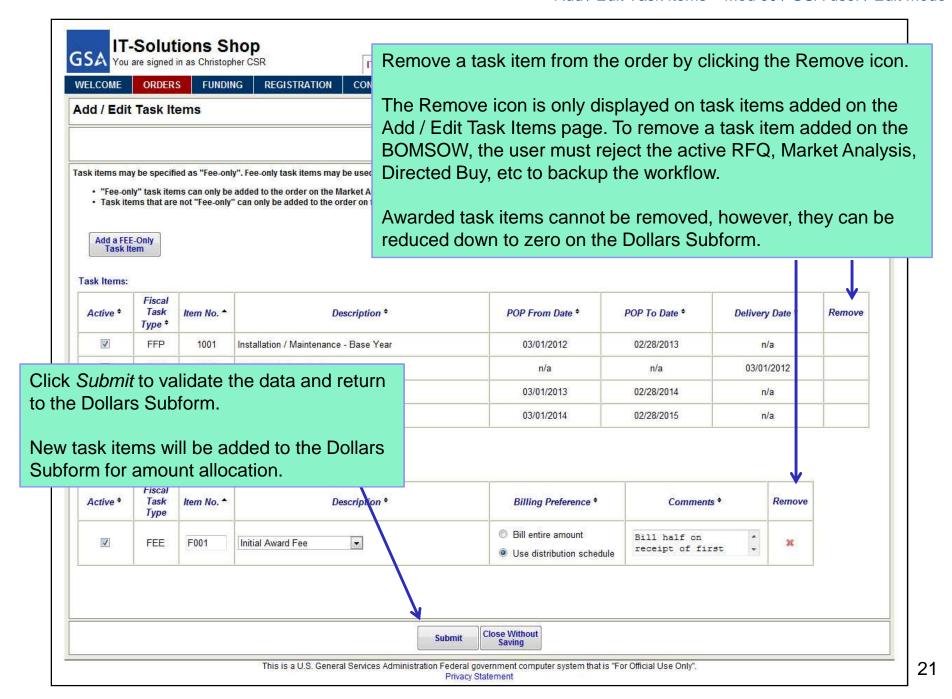


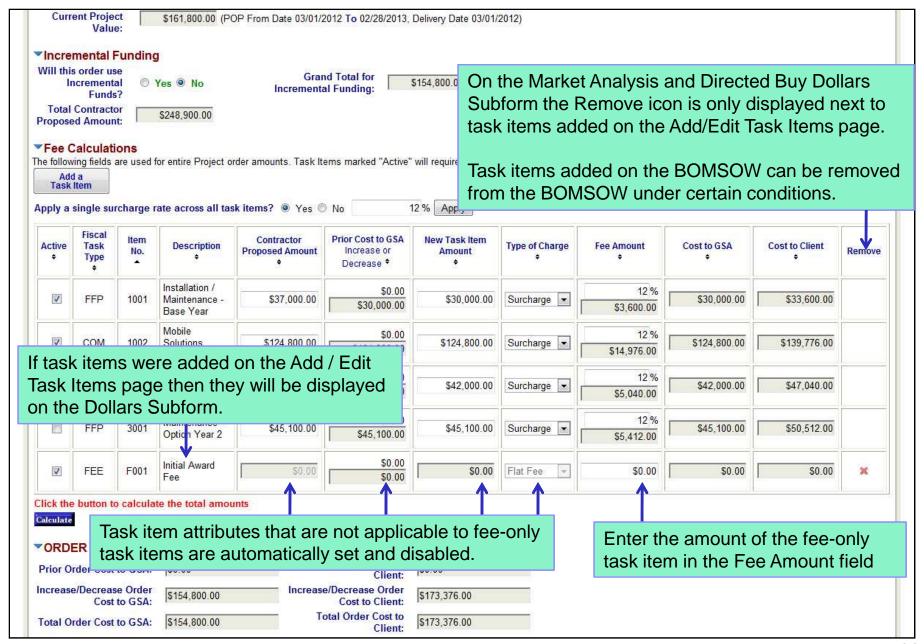


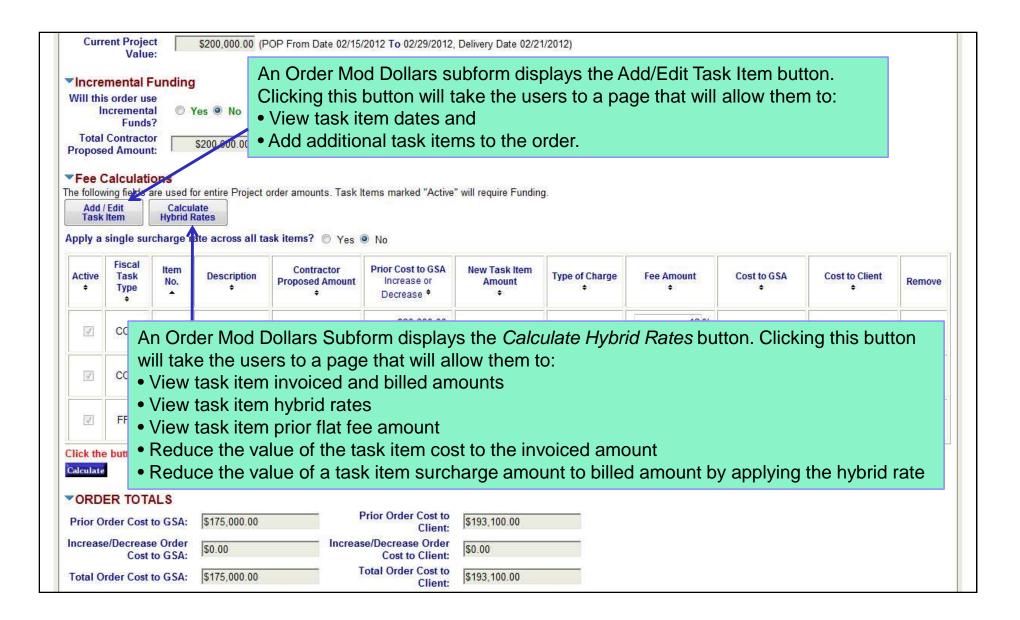
Privacy Statement



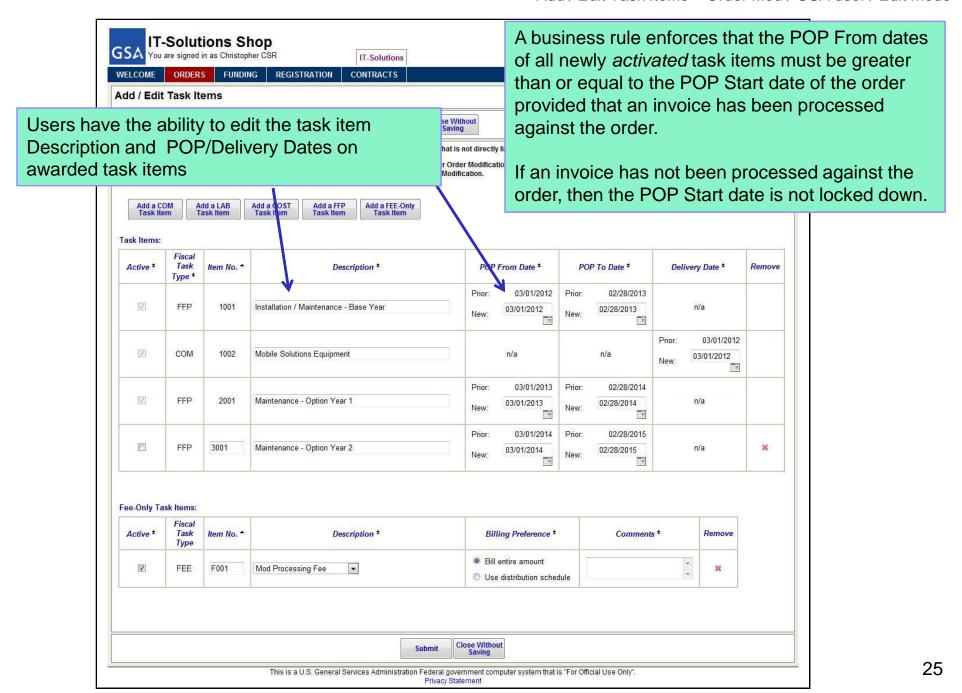


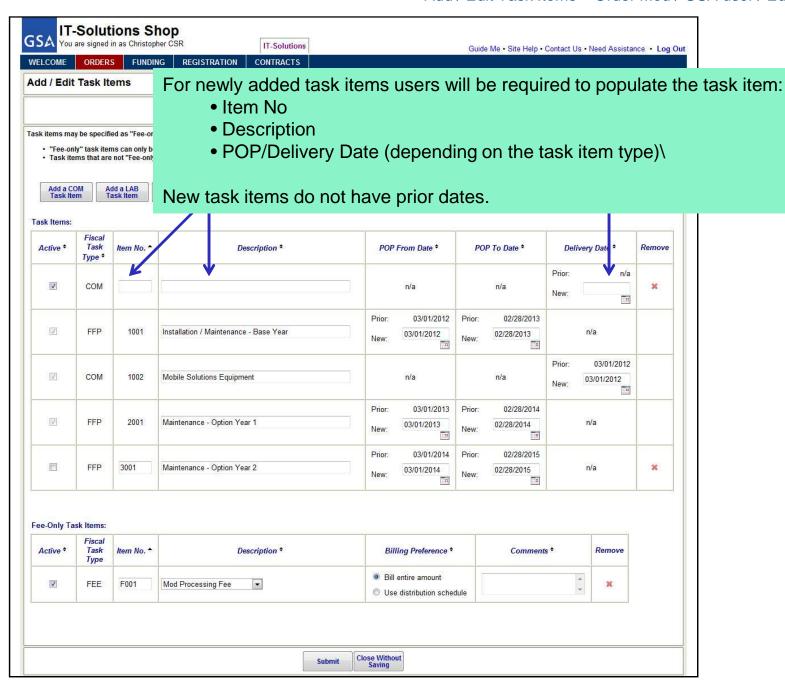


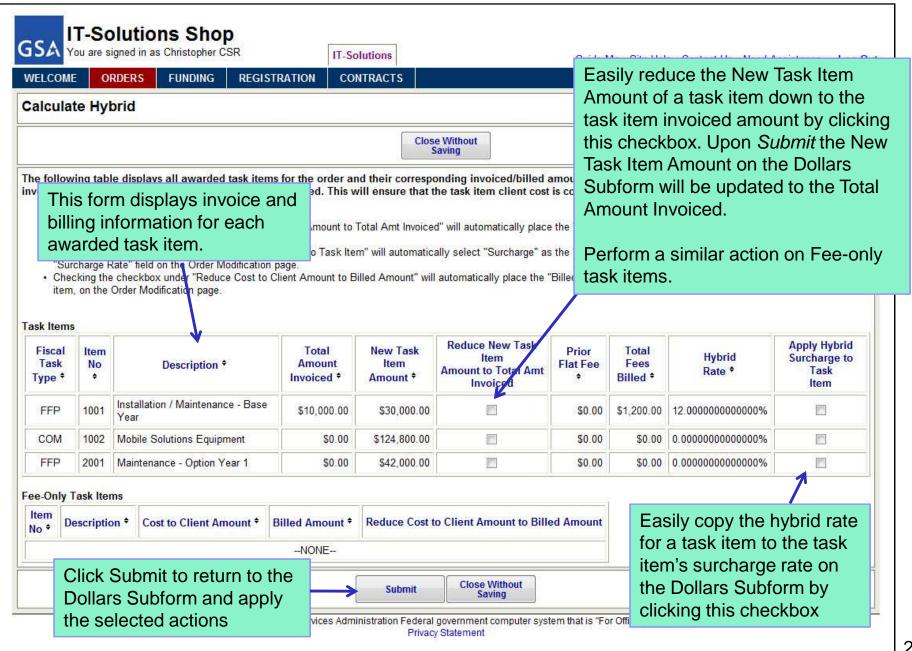


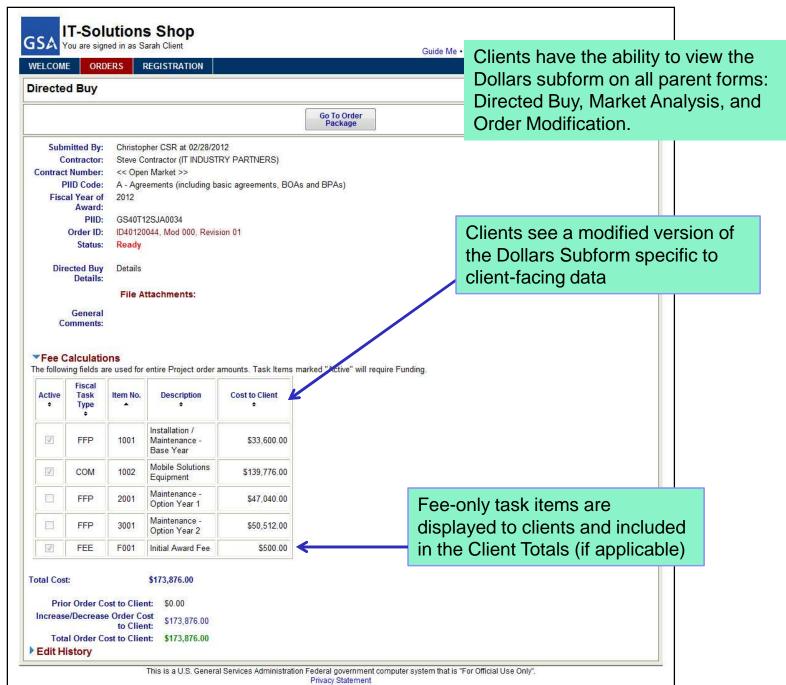


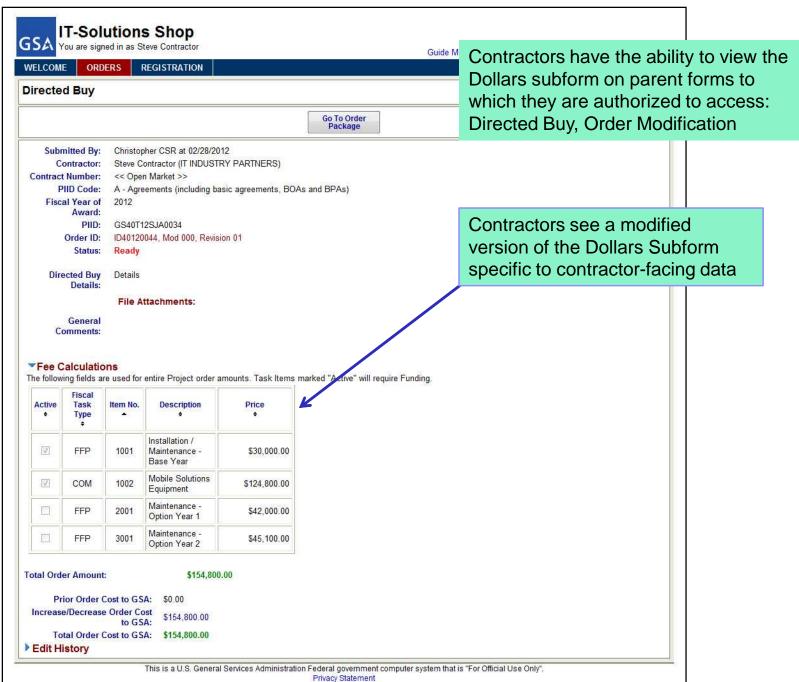














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### **Questions & Support**

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Dollars Subform training module please contact RBA Technical Support:

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